



## **HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA**

### **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER – 048**

**OPEN TO:** All Interested Candidates.

**POSITION:** Visa Clerk, FSN – 5; FP-9

**OPENING DATE:** July 01, 2003

**CLOSING DATE:** July 15, 2003 (before 4:30 p.m.)

**WORK HOURS:** FULL-TIME; 40 HOURS/WEEK

**NOTE: ALL APPLICANTS MUST BE RESIDING IN BANGLADESH AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangladesh is seeking applications for the position of Visa Clerk in the Consular Section.

**BASIC FUNCTION:** Incumbent has primary responsibility for all elements of family preference visa processing, especially K and V Visas. Employee handles correspondence, name checks, scheduling, inquiries, filing, and data entry. Provides a wide range of assistance to Officers such as background on host country culture and translation. Prescreens applications for fraud, authenticity, and accuracy of documentation. Prepares and delivers visas and packets. The incumbent is supervised by the Senior IV unit FSN. Provides support as needed to other employees in the IV unit.



### **Major Duties and Responsibilities:**

- ❑ Performs a wide range of repetitive and moderately complex tasks pertaining to a broad range of U.S. immigrant and nonimmigrant visa cases, especially quasi immigrant V and K visas. Prescreens cases for fraud, and authenticity and accuracy of documentation. Enters data into the system obtained from the passport and the application. Processes approved and refused cases, prints and prepares visa packets.
- ❑ Responsible for fulfilling the immigrant visa unit's filing and other clerical needs.
- ❑ Handles public inquiries regarding all types of visa cases with a concentration on family reunification cases. Pulls paper files and accesses computer case records to answer cases or to provide case information to senior FSNs or officers.
- ❑ Conducts triage in the morning by giving visitors to the Embassy appropriate directions. Maintains a customer service focus in all interactions with applicants and the public. Ensures prompt, complete, and accurate information to applicants through all stages of the immigrant visa application, processing and delivery.
- ❑ Serves as translator for non-Bengali officers or in cases requiring full fluency.

### **QUALIFICATIONS REQUIRED:**

- 1. Education:** A university degree in any discipline.
- 2. Language Proficiency:** Fluency in English and Bangla, both spoken and written.
- 3. Prior Work Experience:** Two years of progressively responsible clerical and translation experience or sufficient educational training. Experience in dealing with the public and operating in a high-stress environment.
- 4. Knowledge:** A good working knowledge of internal operating procedures and basic requirements for immigrant and nonimmigrant visas.



5. **Skills and Abilities:** Ability to perform duties efficiently and tactfully in a high-pressure environment. Interpersonal skills essential to foster teamwork with colleagues.

#### **SELECTION PROCESS:**

When equally qualified, Eligible Family Members and the U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

#### **ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. EFMs holding a U.S. Temporary Appointment/FMA appointment are ineligible to apply within the first 90 calendar days of that appointment.

#### **TO APPLY:**

Interested candidates are requested to submit the following:

1. **Bangladeshi candidates will submit the "Application for Employment as a Foreign Service National" form either By Hand with No Envelope or FAX at 9887825. Blank application forms are available at **Gate-1 (Reception booth)** and in the Human Resources Office, Ext. 2521. A copy is also attached hereto for your convenience.**

#### **Application Form**

2. **Interested EFM, MOH, and local resident Americans are requested to submit a letter of application stating their interest along with updated OF-612 (Application for Federal Employment).**

#### **OF-612 Form**

**ONLY complete and up-to-date applications with an original photograph of the applicant will be accepted. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at anytime.**



**NOTE: CV's will not be accepted in lieu of the Application Form.**

**SUBMIT APPLICATION TO:**

**Human Resources Office**

**Attention: Human Resources Officer**

**Address: Embassy of the United States of America  
Madani Avenue, Baridhara  
Dhaka - 1212**

**POINT OF CONTACT:**

**Human Resources Assistant**

**Telephone# 885-5500-22, Ext: 2521**

**FAX# 9887825**

**DEFINITIONS:**

**1.** EFM: US Citizen spouse or US citizen child who is at least age 18, and who, in either case, is on the travel orders of A U.S. citizen foreign or civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission Authority.

**2.** Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners, parents, other relatives, or adult children who fall outside the department's current legal and statutory definition of EFM.

**NOTE:** "Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency."

**AN EQUAL OPPORTUNITY EMPLOYER**

Cleared by:

HRO: CONS: FMO: ADM